




STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF INTELLECTUAL DISABILITIES SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TN 37243

MEMORANDUM

MEMO # 0133

DATE: March 9, 2010

TO: C. J. McMorran, West Tennessee Regional Director
John Craven, East Tennessee Regional Director
Kathleen Clinton, Middle Tennessee Regional Director

FROM: James R. Finch, Ed.D.
Deputy Commissioner 

SUBJECT: Clarification Regarding Delay or Cancellation of a Transfer Between HCBS Waivers

This memo provides clarification regarding actions needed when there is a delay or cancellation of an authorized transfer between Home and Community-Based Services (HCBS) waivers for persons with mental retardation.

Upon approval by the Division of Intellectual Disabilities Services, a service recipient enrolled in an HCBS waiver for persons with mental retardation may transfer to another such HCBS waiver using the Bureau of TennCare's Transfer Form. When TennCare approves the Transfer Form, TennCare closes out the Pre-Admission Evaluation (PAE) segment for the HCBS waiver from which the service recipient is transferring. Thereafter, billing is authorized only for services approved and provided through the HCBS waiver to which the service recipient has requested to transfer.

In the event that the transfer of the service recipient is delayed or cancelled, the Regional Office must notify the Assistant Commissioner of the Office of Policy, Planning, and Consumer Services so that TennCare can be notified to take action to reopen the PAE segment for the first HCBS waiver.

JRF:wlm

cc: Patti Killingsworth